

**BUREAU OF HIGHWAYS
REQUEST FOR PROPOSAL
for
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the Vendor firm provide three (3) copies of the Proposal to the MDOT Project Manager:

These copies must be received by **4:00 P.M. on Tuesday, December 21, 2004.** Fax copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909
Phone: 517-335-0071

OR

Overnight Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933
Phone: 517-335-0071

This copy is to be received within three working days of the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost

accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

The maximum allowable pages for your proposal shall follow the guidelines detailed in Exhibit F of the Vendor Selection Guidelines (October 2004) for \$100,000/\$500,000.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

GENERAL:

PROJECT LOCATION: M-15 (Ortonville Road) over I-75, in Independence Township, Oakland County.

CONTROL SECTIONS - JOB NUMBER: 63172 & 63071 – 51497

DESCRIPTION OF WORK: Bridge replacement (S17-63172 – M-15 over I-75), culvert replacement (C02-63071 – M-15 over Clinton River), pavement reconstruction, guardrail upgrading, non-motorized path, bridge approaches, and other related items of work.

I Primary Prequalification Classification: Bridge Construction Engineering

II Secondary Prequalification Classification: Road Construction Engineering

The estimated letting date is:	March, 2005
The anticipated start date of the construction project is:	June 1, 2005
The anticipated completion date for construction is	November 1, 2005
The construction cost of the project is estimated at:	\$4,000,000
The anticipated start date of this service is:	April, 2005
The anticipated completion date of this service is:	June, 2006

DBE Requirement: 10%

Key Personnel for this project are to be proposed by each Vendor (team of Vendors).

MDOT Project Manager (name and address): Dennis Cooper, P.E.
Oakland TSC
2300 Dixie Highway, Suite 300
Waterford, MI 48328-1810
Phone: 248-451-2426
Fax: 248-451-0050
Email: cooperd@michigan.gov

The Vendor shall furnish all services and labor necessary to conduct and complete the Construction Engineering Services described herein. The Vendor shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

- A. The Vendor's principal contact with the Department shall be through the designated Project Manager.
- B. The Services described herein are financed with public funds. The Vendor shall comply with all applicable Federal and State laws, rules, and regulations. The Vendor shall perform field operations in accordance with MIOSHA regulations and accepted safety practices.

- C. The Vendor agrees to demonstrate knowledge of, and performance in compliance with, the standard construction practices of the Department; the Project construction contract, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; the Materials Sampling Guide; the Materials Quality Assurance Procedures Manual; the Density Control Handbook; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- D. The Vendor shall notify the Project Engineer Manager, in writing, prior to any personnel changes from those specified in the Vendor's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Engineer Manager. **Changes in Vendor workload will not be sufficient reasoning to change dedicated personnel on this project.**
- E. The Vendor shall be responsible for all decisions made by their employees, or any subVendor, on this project. **If the Vendor, or any subVendor, makes any error or judgment, which results in increased project costs to the Department, the Vendor will be back charged for this cost to the project.** Contact will be made as soon as possible with the appropriate Vendor person, as soon as an error has been discovered, and a meeting can be scheduled to discuss the issue.

GENERAL DESCRIPTION OF CONSTRUCTION ENGINEERING SERVICES:

The Vendor shall provide, to the satisfaction of the Department, Construction Engineering Services as generally described herein: project administration; inspection; staking; quality control testing and reporting; measurement, computation, and documentation of quantities; reporting and record keeping; and finaling all project documentation; for construction work to be performed by the Construction Contractor until completion of work by the Construction Contractor and acceptance of the Project and construction engineering services by the Department.

CONSTRUCTION ENGINEERING SERVICES TO BE PERFORMED BY THE VENDOR:

- A. **For Project Administration, the Vendor shall:**
 - 1. **Project Engineer:** Perform as the Project Engineer for the Project consistent with the Department's practice and in accordance with the Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Sampling Guide, and any and all other applicable references, guidelines, and/or procedures manuals. Assign the Project Engineer as liaison between the Vendor and Department-designated Project Manager. The Project Engineer shall be a Professional Engineer licensed in the State of Michigan.
 - 2. **Inspectors:** Perform as the Inspector for the Project consistent with the Department's practice and in accordance with the Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Sampling Guide, and any and all other applicable references, guidelines, and/or procedures manuals. The Vendor shall assign a sufficient number of qualified and experienced technicians to this Project to perform the Services in a quality manner to avoid any delay to the Construction Contractor. Personnel performing inspection and testing on bituminous, Portland cement, aggregate or for density must have the appropriate certification and level for the inspection and testing that is being performed.

3. **Office Support and Equipment:** Provide an experienced office technician knowledgeable about all aspects of the FieldManager system, and procedures regarding project record documentation. Provide administrative support. Provide all computer equipment necessary to run FieldManager system.
4. **Meetings:** Arrange and conduct conferences and meetings required to carry out the Services or as may be required by the Project Manager. Prepare and distribute minutes of all meetings except the Preconstruction meeting.
5. **Coordination:** Provide appropriate coordination and contact, public relations, and cooperation with all affected local, state, and/or federal agencies including the Federal Highway Administration; other Vendors and other Contractors; the general public; utilities and railroad companies; and local police, fire, and emergency services which may be affected by the Project and which are deemed to be the responsibility of the Vendor by the Department.
6. **Staking:** Perform all staking in accordance with Department standards, including, but not limited to, all staking to be performed by the Engineer as indicated in Special Provision for Lines, Grades, and Elevation (or current applicable Staking Special Provision) including Preliminary, Mitigation, and perform all staking to be performed by the Engineer, to ensure accuracy and compliance with the contract documents. Resolve any plan errors, discrepancies or omissions identified by the Contractor and/or Vendor and notify the Project Manager.
7. **Soil and sedimentation control:** Perform inspection of the construction site to assure that proper soil erosion and sedimentation controls are in place. A MDEQ certified NPDES Stormwater Operator shall be assigned to inspect and document the project per the NPDES requirements. Any violation of the NPDES permit by the construction contractor must be immediately reported to the Project Manager. Personnel performing inspection on areas where soil and erosion control are needed, must have completed the Soil and Erosion control training, phase 1, 2, and 3.
8. **Progress:** Keep daily diaries, sketches, logs, and records consistent with Department practice as may be needed to record the Contractor's progress. Notify the Project Manager of any anticipated Contractor's requests for extensions of time. Notify the Project Manager upon receipt of any Contractor's requests for extensions of time.
9. **Changes/Extras/Adjustments:** Notify the Project Manager immediately of any unanticipated Project conditions and any changes, extras, or adjustments to the contract before processing a Work Order and/or Recommendation.
10. **Contentious Issues:** Resolve any problems, issues, discrepancies, or other items brought to the attention of the Vendor by the Contractor. Provide written documentation of the resolution of such issues. Keep the Project Manager informed of all such issues.
11. **Contractor Claims:** Represent the Department as the Project Engineer on any and all claims for extra compensation and denied extensions of time requests filed on behalf of the Construction Contractor and/or Subcontractor on the Project against the Department. These claims shall be represented by the Vendor in accordance with Section 104.09 of the 1996 Standard Specification for Construction and/or the Department's Written Claim Procedures in effect at the time the Construction Contractor files the claim.

12. **Staff Reductions:** Withdraw any personnel or halt any services no longer required, at the request of the Department, or within a reasonable time after the lack of need becomes apparent to the Vendor or the Project Manager. The Vendor will not be reimbursed for the cost of personnel charged to a project that the Project Manager has determined was unnecessary.
13. **Vendor Deliverables:** Collect, properly label or identify, and deliver to the Department all original diaries, logs, notebooks, accounts, records, reports, other documents, and Project files prepared by the Vendor in the performance of the Agreement, upon completion or termination of the Agreement. Return, upon completion or termination of the Agreement, all Specifications, Manuals, guides, written instructions, construction contracts and plans, unused forms, and all other documents and materials furnished by the Department. The Vendor may be responsible for replacing lost documents or materials at a fair and reasonable price.

B. For Project Inspection, the Vendor shall:

1. **Ongoing Inspection:** Provide inspection of all Contractor field construction work, provide quality control, and confirm substantial conformance with the Specifications, Plans, and Proposal. Arrange for non-compliance work to be made whole by the Contractor or to find the non-compliance work acceptable to the Vendor and, where necessary, to the MDOT Design Project Manager. Inform the above Project Manager of non-compliance work and trends toward borderline compliance. **Vendor personnel are not to work overtime, when the contractor is not working, without prior approval of the Project Engineer Manager.**
2. **Final Inspection:** Complete a final inspection of all work included in the Project, or such portions thereof eligible for acceptance, after notification by the Contractor that the work is completed or after the Vendor's records show the work is completed. The final inspection shall include notifying the Contractor in writing of particular defects to be remedied if work is not acceptable to the Vendor.
3. **Final Acceptance:** Ascertain that each and every part of the Project has been performed in accordance with the plans and specifications, or such modifications thereof as may have been approved, and accept the Project. Invite the Project Manager and other Department personnel, as directed by current Department policy, to participate in the final acceptance.

C. For Testing and Reporting, the Vendor shall:

1. **Material Testing and Density Control:** Sample or test, or both, materials including but not limited to, concrete quality assurance testing including concrete cylinder breaks, bituminous testing; off site aggregate testing, on site aggregate density testing and reporting, furnish off-site inspections and tests of and concrete aggregates, testing of required materials according to Materials Sampling Guide to be incorporated in the work, and reject Contractor's work and materials not meeting the Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Sampling Guide, Materials Quality Assurance Manual, and any and all other applicable references, guidelines, and/or procedures manuals. Determine the acceptability of materials found to be in non-compliance.

- Immediately inform the Project Manager of non-compliance work and trends toward borderline compliance.
2. **Material Certification:** Make certain that acceptable test reports and/or material certifications from the supplier have been received, prior to the incorporation of materials in the work, for materials tested off the Project site.
 3. **Material Reports:** Submit Material test reports, including but not limited, the Inspector's Report of Concrete Placed 1174A, Aggregate Inspection Reports 1900 & 1901, Bituminous QA reports, Concrete QA reports, and the "Moisture and Density Determination, Nuclear Method", Form 582B, etc. to the distribution list within one day of the testing. The efficiency of the Vendor in getting the "Moisture and Density Determination, Nuclear Method", Form 582B, copy to the Lansing, Density Technology Unit, 8885 Ricks Road, Lansing, Michigan 48909 will be measured by that unit and reflected on the Vendor's evaluation.
 4. **Testing Personnel:** For aggregate, concrete, density, and bituminous testing, utilize only personnel certified according to current Department requirements. Personnel will be certified on all projects (not just NHS projects). The concrete testing inspector will be certified as a Concrete Technician Michigan Level I through a program certified by Michigan Concrete Association Board of Examiners or the Michigan Concrete Paving Association. Any inspector involved in sampling or testing of Hot Mix Asphalt must be a Michigan Qualified Bituminous QC/QA Technician. Any inspector performing sampling or testing of aggregates must be a current Michigan Certified Aggregate Technician. Any person performing density testing or handling of nuclear density testing equipment must have complete the Michigan Density Technology Certification Program and successfully completed radiation safety training.
- D. For Measurement, Computation and Documentation of Quantities, the Vendor shall:**
1. Documentation: Measure and compute quantities, and provide appropriate documentation of all materials incorporated in the work and items of work completed, and maintain an item record account using FieldManager software. Provide and use the most current available version of FieldManager/FieldBook as the primary system for automation of all required office work. **Working solely on Inspector's Daily Reports on overtime will not be allowed.** Inspector's Daily Reports shall be worked on during the course of each day.
 2. **Insufficient Tested Materials:** Track insufficient tested materials and notify the Contractor on a bi-weekly basis.
- E. For Reporting and Record Keeping, the Vendor shall:**
1. **Reports-Vendor Generated:** Prepare such periodic, intermediate and final reports and records as may be required by the Department and as are applicable to the Project, which may include, but are not limited to:
 - a. Inspector's Daily Reports,
 - b. Work Orders,
 - c. Construction Item and Tested Material Records using FieldManager,
 - d. Transfer of Tested Materials,
 - e. Monthly Report on Material Inspection,

- f. Moisture and Density Determination Reports, (Form 582BM)
 - g. Inspector's Report of Concrete Placed (Form 1174A-M)
 - h. NPDES Stormwater Operator Reports,
 - i. Labor Compliance, such as the Weekly Employment and OJT Report (Form 1199),
 - j. Construction Estimate Bi-Weekly Report,
 - k. Bi-Weekly Construction Progress Report and Weekly Statement of Working Days Charged
 - l. Force Accounts.
 - m. Contract Modifications (Recommendations and Authorizations),
 - n. Extension of Time and Liquidated Damages,
 - o. Contractor Evaluation (Form 1182),
 - p. Reduction in Reserve
 - q. Maintain As Constructed Plans throughout the project, showing any field changes, final utility locations, substantial quantity changes, etc. Verify the As Constructed Plan information that is required to be provided by the Contractor, and
 - r. Other records and/or reports as required for the individual Project by the Project Manager and/or as required by Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Sampling Guide, and any and all other applicable references, guidelines, and/or procedures manuals.
2. **Reports-Contractor Generated:** Review, process, and/or approve Construction Contractor submittal of records and reports required by the Department as applicable to the Project which may include, but not limited to:
 - a. Working Drawings,
 - b. Weekly Employment Reports, Certified Payrolls
 - c. Contractor's claims for additional compensation and extension(s) of time, and
 - d. Other reports and records as required for the individual Project by the Project Manager and/or as required by Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Sampling Guide, and any and all other applicable references, guidelines, and/or procedures manuals.
 3. **Project Files:** Maintain project files in accordance with the MDOT Office Manual and Departmental procedures. Copy important select correspondence and documentation to the Project Manager.

F. For Finaling All Project Documentation, the Vendor shall:

1. **Final Measure and Summarize:** Final field measure applicable items of work. Prepare final summaries for applicable items of work.
2. **Project Review/Certification:** Participate in and resolve items determined to be insufficient during the Department's review(s) of project records and/or during the Project Engineer Certification Process prior to submitting the Final Estimate. Within 45 calendar days of the actual project completion date, the project records shall be ready for the Final Records Review.
3. **Final Documents:** Prepare and submit the Final Estimate, Final Quantity Sheets, Final Marked As-Constructed Plans, and the Design/Construction Package

Evaluation (Form 285-2). The Final Estimate Package shall be submitted to the Project Manager within 30 days of the Final Records Review.

SERVICES TO BE PERFORMED BY THE DEPARTMENT:

- A. The Project Manager shall furnish to the Vendor all Project-specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/or data as deemed necessary by the Project Manager for the Services required herein.
- B. The Department shall furnish off-site inspections and tests of steel, cement, bituminous mixture designs, sewer and drainage pipe, structural steel, prestressed girders and beams, traffic signs, and any other materials customarily tested in the Department laboratories with its own forces or by statewide contracts except concrete aggregates, aggregates, and concrete cylinders. The customary testing is described in the Materials Quality Assurance Manual with exceptions noted within the Specifications, Plans, and Proposal. The Vendor shall be responsible for the sampling and transportation of all the materials to be tested by Department personnel.
- C. The Project Manager shall provide general monitoring and quality auditing inspection of the Project to assure that the Project has been completed in reasonable conformance with the plans and specifications for Project Acceptance and to determine that the work performed to date by the Vendor for Services rendered is reasonable and appropriate before approving the Vendor's requests for progress payments.
- D. The Department shall provide the bituminous plant inspection required for Quality Assurance and will submit the QA reports to the Vendor Project Engineer for analysis and action. The Vendor shall still be responsible for all on-site bituminous inspection required, including, but not limited to, locating the required Quality Assurance cores, and coordinating with the contractor regarding this sampling.
- E. The Department shall perform soil borings and subsurface investigation as necessary throughout the contract.
- F. The Project Engineer/Manager will arrange and conduct the Preconstruction meeting as well as prepare and distribute the meeting minutes.

VENDOR PAYMENT:

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed. Vendor shall invoice to the appropriate job number worked on.

Payment to the Vendor for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Vendor. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The hours billed for the inspector will not begin until the inspector reports to the project site, or the project office. In addition, a progress report with billable hours worked must be sent directly to the MDOT project manager. **The only hours that will be considered allowable charges for this contract are those that are directly attributable to the CE activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.**

Reimbursement for overtime hours will be limited to time spent on this project in excess of forty hours per week. Overtime hours shall be consistent with Larry Tibbets memo, dated July 15, 2004, which is available on the MDOT BBS. Any variations to this rule should be included in the price proposal submitted by the Vendor and must have prior approval by the MDOT Project Engineer